



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Bureau of the Census**  
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**DSSD CENSUS 2000 PROCEDURES AND OPERATIONS MEMORANDUM SERIES**  
**#CC-2 Revision #4**

**MEMORANDUM FOR** Michael J. Longini  
Chief, Decennial Systems and Contracts Management Office

**Attention:** Dennis W. Stoudt  
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**Subject:** Definition of the Coverage Improvement Followup Universe for  
Census 2000

**I. INTRODUCTION**

This memorandum documents the definition of the Coverage Improvement Followup (CIFU) universe. The CIFU operation occurs in mailout/mailback, update/leave (U/L), and urban update/leave (UU/L) areas. The CIFU universe is composed of addresses on the address listing pages that require an enumerator visit, while the CIFU-eligible universe consists of those addresses included on the address listing pages, regardless of their return status.

This definition is in response to a request from the Decennial Management Division and reflects the eligibility and universe definitions developed by the CIFU team. The divisions represented on this team are Geography Division, Decennial Systems and Contracts Management Office, Field Division, Decennial Management Division, Technologies Management Office, Housing and Household Economic Statistics, Population Division, and the Decennial Statistical Studies Division. The revisions to this memorandum are the result of comments provided during the CIFU walkthrough meetings (held on May 16 and 17, 2000) and the software quality assurance process.

Refer any questions on this memorandum to Jim Treat at (301) 457-4296.

## **II. DEFINITION OF THE CIFU-ELIGIBLE UNIVERSE**

The CIFU-eligible universe consists of those addresses included on the address listing pages, regardless of their return status. The CIFU-eligible universe consists of all housing units on the Decennial Master Address File (DMAF), which do not have a surviving Master Address File Identification (MAFID), and meets at least one of the following conditions:

- eligible for NRFU (NRFU-eligible universe)
- addresses from the June 2000 update of the DMAF which are classified as adds, e.g., New Construction adds
- congressional addresses
- addresses from the Response Mode and Incentive Experiment (RMIE) that were excluded from NRFU

Note that term “housing unit” includes MAFIDs on the DMAF that are classified as embedded housing units within group quarters.

## **III. DEFINITION OF THE CIFU UNIVERSE**

The eleven categories of cases that require contact during CIFU (CIFU universe) are:

- A. Vacant or deleted Housing Units (HUs) identified in Nonresponse Followup (NRFU)
- B. Blank mail return forms
- C. Lost mail return forms
- D. The addresses in Panels 7, 8, and 9 of the Response Mode and Incentive Experiment that did not respond by mail or other response mode
- E. Adds from the New Construction operation that were not included in the NRFU Universe
- F. Adds from the U/L operation or the UU/L operation that were not included in the NRFU Universe
- G. Adds from the February 2000 Delivery Sequence File (DSF) that were not included in the NRFU Universe
- H. Adds from the April 2000 DSF that were not included in the NRFU Universe
- I.. Adds from Local Update of Census Addresses (LUCA) 98 Appeals that were not included in the NRFU Universe
- J. Adds from LUCA 99 Appeals that were not included in the NRFU Universe
- K. Adds to the DMAF that were not included in the NRFU Universe and are not represented in categories E through J

Each of these categories is described in detail below. In order for a case to be in the CIFU universe it must meet the criteria of the CIFU-eligible universe (see section II).

**A. Vacant or Deleted HUs From NRFU**

Housing units that are identified as vacant or delete in NRFU become eligible for inclusion in the CIFU universe. However, HUs meeting any of the criteria below will be excluded from the CIFU universe, although they will appear on the address list.

1. If a NRFU vacant HU is a seasonal vacant, then it is excluded from the CIFU universe. When an Enumerator Questionnaire is checked in by the Local Census Office (LCO) in NRFU, one of the items that is being keyed into the Operations Control System 2000 system is the vacant status (Item C in the Interview Summary section). Those HUs with a vacant status of "For seasonal, recreational, or occasional use" are excluded from CIFU.
2. If a NRFU vacant or deleted HU was also identified in the mailout stage of the census as an undeliverable as addressed (UAA) HU, it is excluded from the CIFU universe. When the United States Postal Service (USPS) delivers questionnaires, the USPS identifies some of them as undeliverable. If an HU is identified as UAA, the UAA was not delivered during the LCO UAA delivery operation, and in NRFU as a vacant or a delete, we have two independent sources indicating that the HU is vacant or delete, and followup will not be done in CIFU. It is sufficient for a NRFU vacant to be either UAA vacant or UAA delete. Similarly, a NRFU delete can be either UAA vacant or UAA delete.
3. If a NRFU vacant or deleted HU in an U/L area or an UU/L area was also identified as undeliverable during the U/L operation or UU/L operation, respectively the case is excluded from the CIFU universe. We again have two independent sources indicating the unit is vacant or delete, so followup will not be done in CIFU. As in number 2, an U/L or UU/L undeliverable can be undeliverable for any reason.
4. If a NRFU vacant or deleted HU is identified as a congressional enumeration, the case is excluded from the CIFU universe.

**B. Blank Mail Return Forms**

When mail return questionnaires are received in a Data Capture Center (DCC), they are checked in and sent through the data capture process. A “reverse check-in” file is created to remove the check-in flag associated with blank forms and enable the case to go to NRFU. Any form in the reverse check-in file that is identified too late to be included in NRFU will become part of the CIFU universe.

Note that HUs identified as a congressional enumeration are excluded from the CIFU universe, although they will appear on the address list.

**C. Lost Mail Return Forms**

When mail return questionnaires are returned to a DCC, a check-in file is created. As forms successfully pass through the Data Capture System, data capture files are created. The check-in and data capture files are compared at the end of mail return data capture, and any questionnaires corresponding to HUs that are on the check-in file without a data capture record are considered lost. The HUs associated with the lost forms become part of the CIFU universe.

Note that HUs identified as a congressional enumeration are excluded from the CIFU universe, although they will appear on the address list.

**D. Nonrespondents in Panels 7, 8, and 9 of the Response Mode and Incentive Experiment**

Any addresses in Panels 7, 8, and 9 of the Response Mode and Incentive Experiment that did not respond by mail or other response mode will be included in the CIFU universe.

**E. Adds from the New Construction operation that were not included in the NRFU Universe**

The Census Bureau offers local officials the opportunity to provide residential addresses for new construction. This program will only be offered to entities in mailout/mailback areas. The updates should represent new construction adds between the completion of LUCA review and April 1, 2000. They are added to the DMAF with a provisional add status, and CIFU will act as the field verification for these units. Housing unit status will be established as of Census Day.

Some of these addresses will also have the Be Counted operation or Telephone Questionnaire Assistance (TQA) as a source. If they have a Be Counted Form (BCF) or TQA enumeration, they are excluded from the CIFU universe, although they will appear on the address list.

**F. Adds from the Update/Leave Operation or the Urban Update/Leave Operation that were not included in the NRFU Universe**

Adds from the U/L or UU/L operations were not processed in time to be included in NRFU. Therefore, all adds that do not have a mail return associated with them will be part of the CIFU universe.

Some of these addresses will also have the Be Counted operation or TQA as a source. If they have a BCF or TQA enumeration, they are excluded from the CIFU universe, although they will appear on the address list.

**G. Adds from the February 2000 DSF that were not included in the NRFU Universe**

Addresses added to the DMAF from the February 2000 DSF that are not processed in time to be included in NRFU will be included in the CIFU universe.

Some of these addresses will also have the Be Counted operation or TQA as a source. If they have a BCF or TQA enumeration, they are excluded from the CIFU universe, although they will appear on the address list.

**H. Adds from the April 2000 DSF that were not included in the NRFU Universe**

Addresses added to the DMAF from the April 2000 DSF that are not processed in time to be included in NRFU will be included in the CIFU universe.

Some of these addresses will also have the Be Counted operation or TQA as a source. If they have a BCF or TQA enumeration, they are excluded from the CIFU universe, although they will appear on the address list.

**I. Adds from LUCA 98 Appeals that were not included in the NRFU Universe**

Addresses added to the DMAF through the LUCA 98 Appeals Process that were not included in the NRFU universe will be included in the CIFU universe.

Some of these addresses will also have the Be Counted operation or TQA as a source. If they have a BCF or TQA enumeration, they are excluded from the CIFU universe, although they will appear on the address list.

**J. Adds from LUCA 99 Appeals that were not included in the NRFU Universe**

Addresses added to the DMAF through the LUCA 99 Appeals Process that were not included in the NRFU universe will be included in the CIFU universe.

Some of these addresses will also have the Be Counted operation or TQA as a source. If they have a BCF or TQA enumeration, they are excluded from the CIFU universe, although they will appear on the address list.

**K. Adds to the DMAF that were not included in the NRFU Universe and are not represented in categories E through J**

Addresses added or updated in the June 2000 Master Address File (MAF) update of the DMAF that were not included in the NRFU universe for which there is no data capture will be included in the CIFU universe.

Note that HUs identified as a congressional enumeration are excluded from the CIFU universe. In addition, some of these addresses will also have the Be Counted operation or TQA as a source. If they have a BCF or TQA enumeration, they are excluded from the CIFU universe, although they will appear on the address list.

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